

COMPOSITES

SUPPLIERS MEETINGS

SOUTH CAROLINA



October 9-11, 2017

PARTICIPANTS GUIDE

TD Convention Center
1 EXPOSITION DRIVE
GREENVILLE, SC 29607
864.233.2562

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For further questions, please contact:

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EVENT SCHEDULE & AGENDA

Monday, October 9, 2017

- 12.30pm – Registration
- 01.00pm – 05.30pm – Aerospace & Automotive presentations
- 03.30pm – 05.30pm – Booth set-up (if applicable)

Tuesday, October 10, 2017

- 07.30am – 08.30am – Booth set-up (if applicable)
- 08.30am – 12.30pm – Pre-arranged Meetings & Workshops
- 12.30pm – 02.00pm – Lunch
- 02.00pm – 06.00pm – Pre-arranged Meetings & Workshops
- 07.00pm – 09.30pm – Dinner Reception

Wednesday, October 11, 2017

- 08.30am – 12.30pm – Pre-arranged Meetings & Workshops
- 12.30pm – 02.00pm – Lunch
- 02.00pm – 05.30pm – Pre-arranged Meetings & Workshops
- 05.30pm – 06.30pm – Materials removed from booth
- 06.30pm – 07.30pm – Materials to be picked up by carrier

RECEPTION DESK

Upon arrival at the TD Convention Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Schedule of Meetings
- Name tags
- Event Program
- Floorplan & More





BOOTH SET – UP

CSM South Carolina offers hard walled booths. **We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

Set up time will be running from 03.30pm to 05:30pm on Monday October 9. For exhibitors unable to make it on Monday, it is recommended to arrive at the TD Convention Center at 07.30am on Tuesday, October 10 to complete the set up and personalization of their booths.

BOOTH DETAILS

Each wall panel measures 90-1/4" x 37-3/8". Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. **Custom wall and fascia panels may also easily be ordered by using the link below.**

BASIC 4sqm (2m x 2m)	DELUXE 8sqm (4m x 2m)	EXECUTIVE 12sqm (4m x 3m)	EXECUTIVE PLUS 24sqm (6m x 4m)
			
<ul style="list-style-type: none"> - Carpeting - White panel walls - Header with company name printed in black - 1 table - 3 chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - White panel walls - Two headers with company name printed in black - 2 tables - 6 chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 1 round tables cherry top - 1 counter - 3 high stools - 2 waste baskets - 1 meeting room with door; 1 round table 30" high with 3 chairs 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 2 round tables cherry top - 1 counter - 5 high stools - 2 waste baskets - 1 round table 30" high with 3 chairs - 1 meeting room with door

Note: All the pictures above are for reference only and subject to modifications.

For a detailed description of the features of each booth see the following link:

<http://usa.compositesmeetings.com/images/downloads/csm-southcarolina-2017-booth-details.pdf>

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EXTRA FURNITURE / GRAPHICS

All additional furniture & printed materials must be ordered through our official supplier, DEE EXPO. Please visit this link to review the options and book additional furniture: <https://decorexpo.com/en/index-en.php> Click on "RESERVATION ONLINE" in the top menu, then "COMPOSITES MEETINGS SOUTH CAROLINA" followed by entering the following password: COMPOSITES (capital letters). Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

Please note that the final deadline to order your extra furniture and/or graphics is September 8, 2017. Any requests submitted after this date will not be taken into account.

For special requests or questions please contact DEE Expo at (+1) 450-646-2251 ext. 250 or fabienne.seguin@dee-expo.com

AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through the TD Convention Center. To place an order, please use the following link: <http://usa.compositesmeetings.com/images/downloads/csm-southcarolina-2017-av-order.pdf>

For inquiries, please contact James Aaron at 864.255.5861 or jaaron@PSAV.COM

LUNCH

A seated business lunch will be catered on October 10 and 11 for those who have **pre-paid** for the lunch option during the original registration process. Access to the lunch area will be denied to those who did not pre-pay.

If you have not purchased lunch and would like to do so, urgently email Lilian Heemstra at lheemstra@advbe.com. A minimum of 10 working days prior to the event is required to notify ABE to add the lunch option. **It will not be possible to purchase lunch after September 22, 2017.** Please specify the number of days and number of guests in your email.

INTERNET ACCESS

Internet services may be ordered from the TD Convention Center. To place an order in advance for a hardline connection, please use the following link: <http://usa.compositesmeetings.com/images/downloads/csm-southcarolina-2017-telecom-order.pdf>

Complimentary Wi-Fi is available throughout the convention center. To access the internet, you can connect to "TD Free Wi-Fi" when you arrive and then open a browser on your device. There is no password needed to connect.

For inquiries, please contact the TD Convention Center at (864) 255-5875 or utilities@tdconventioncenter.com

CATERING AT YOUR BOOTH

For inquiries, please contact Deborah Mckenzie at dmckenzie@tdconventioncenter.com or 864-255-5858. All booth orders must be received by Thursday, September 21, 2017. All charges will be paid directly to the TD Convention Center by Credit or Debit Card.

POWER SUPPLY

The Basic and Deluxe packages **do not** include electrical outlets. Power for these packages, as well as additional power for other packages, may be ordered through the TD Convention Center. To place an order, please use the following link: <http://usa.compositesmeetings.com/images/downloads/csm-southcarolina-2017-electrical-order.pdf> Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

Advanced business events will not supply power strips/bars, electrical adapters, tapes or any other materials. Be sure to bring all necessary materials to set up your booth. For inquiries, please contact the TD Convention Center Utilities department at (864) 255-5875, or email utilities@tdconventioncenter.com

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SHIPPING & HANDLING

Use your own carrier and ship your materials directly to the TD Convention Center. Be sure to have your materials delivered on October 9, 2017 ONLY. Any earlier deliveries will not be received and stored. Send them to the address below and add the name of the event as well as your company name on the label:

Company Name / CSM South Carolina / TD Convention Center – 1 Exposition Drive – Greenville, SC – SC 29607 – USA

For inquiries, please contact Lauren White at 864-255-5859, or email lwhite@tdconventioncenter.com

COCKTAIL RECEPTION

The Upstate SC Alliance and advanced business events are delighted to invite you for a cocktail reception on October 10, 2017 from 6.00pm at the Hyatt Regency Greenville.

Hyatt Regency Greenville
220 N. Main Street, Greenville, SC 29601, USA

You must carry your CSM South Carolina name tag as you'll be requested to show it to gain access.

MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Wednesday October 11, 2017 by 8.00pm. Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via the TD Convention Center or returned to the warehouse at exhibitor's expense.

HOTELS & ACCOMODATION

ABE has granted Group Travels Associates full exclusivity for housing related to this CSM South Carolina 2017. We strongly recommend you make all your bookings through our partner as this is the best way for you to save a great amount of dollars.

Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

https://www.gtameetings.com/composites_suppliers_meetings_sc.shtml

If you wish to make a group reservation, please email your list, including contact information, to: peggy@gtameetings.com and our partner will be in touch with you shortly.

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ACCESS TO THE VENUE

GENERAL DIRECTIONS:

Greenville is located between Atlanta and Charlotte along Interstate 85, one of the nation's hottest growth corridors. The TD Convention Center facility is easily accessible by air or highway.

From the Greenville Spartanburg Airport (15 minutes) Travel I-85 South Exit 51, I-385 North, toward downtown Greenville Exit 40-B, North Pleasantburg Drive (SC-291 South) Left on Tower Drive

From Atlanta, GA (Approx. 2.5 hours) Travel I-85 North Exit 46, Augusta Road/ Pleasantburg Drive (SC-291 North) Merge onto South Pleasantburg Drive (SC-291 North) Right on Tower Drive

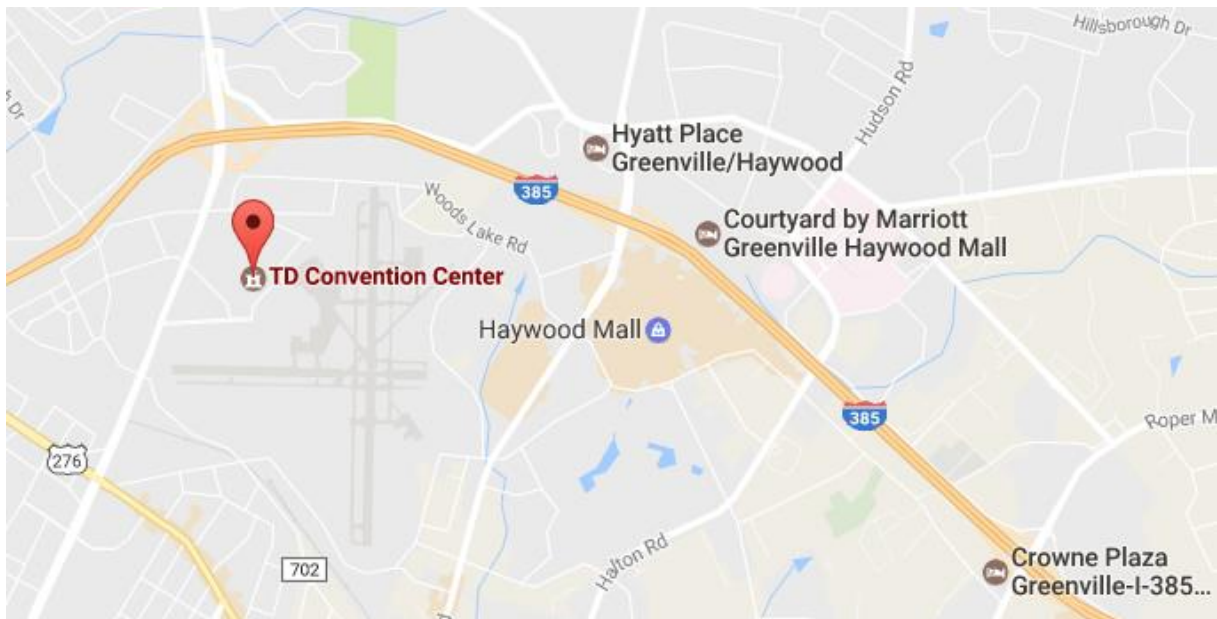
From Charlotte, NC (Approx. 2 hours) Travel I-85 South Exit 51, I-385 North, toward downtown Greenville Exit 40-B, North Pleasantburg Drive (SC-291 South) Left on Tower Drive

From Columbia, SC (Approx. 1.5 hours) Travel I-26 West, toward Greenville/Spartanburg Exit 51, I-385 North, toward Greenville Exit 40-B, North Pleasantburg Drive (SC-291 South) Left on Tower Drive

Directions from Asheville, NC (Approx. 1.5 hours) Travel I-26 East toward Hendersonville Exit #54, US 25 toward Greenville Follow US 276 East (Poinsett Hwy.) Turn left onto Hwy. 291 (this becomes Pleasantburg Drive) Left on Tower Drive

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